Creating a Content Folder

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Folders help you organize content in your class. This article explains when to use folders, and how to create a folder.

Organizing Content: Folders vs Learning Modules

You can organize course content into folders, and Learning modules.

There are key similarities between folders and Learning modules:

- Both are containers that allow documents, links, assignments, and other types of content to be stored inside of them.
- Both permit two levels of nesting.

There are also key differences between folders and learning modules:

- Learning modules cannot be placed inside folders or other Learning modules.
- Folders can be placed inside modules and other folders.
- Learning modules provide students with on-screen arrows that allow them to move to the next or go back to previous items.

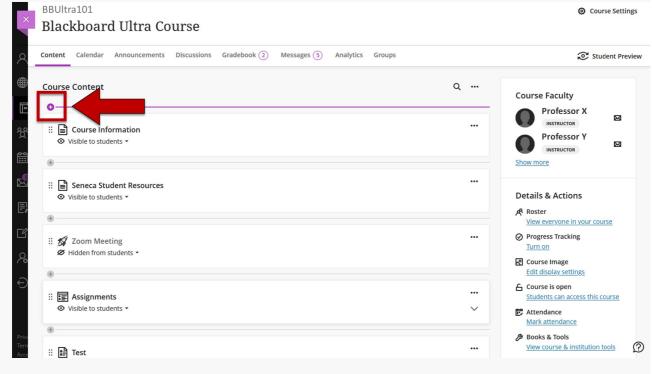
When To Use Folders vs Learning Modules

Folders: Use folders when the items contained in that folder do not need to be viewed sequentially (ex: a series of links to different resources).

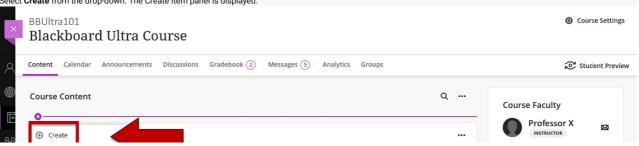
Learning modules: Use learning modules when you want students to work through content in sequence, such as a week's learning materials.

How To Create A Folder

1. Select the **plus icon (+)** on the Course Content page.



2. Select **Create** from the drop-down. The Create Item panel is displayed.





3. Select Folder.





- 4. Select the default title to edit the name of the folder.
- $5. \ \ \ \ \, \text{Select \textbf{Hidden from students}} \ \text{to change the visibility of the folder}.$



6. Select the Description text box to add a description. Note: Descriptions are limited to 750 characters and cannot be styled (i.e., bold, underlined, coloured text, etc).



7. Select **Save**. The folder is displayed on the course content page.



Video

This short video covers folders and modules and takes a quick look at when to use each feature.



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